

## **Position Description**

### **Treasurer**

**(Approved: November 14, 2016)**

The Treasurer shall be the custodian of the Association's funds, securities, bank accounts, and financial records. It is his/her responsibility to insure that accurate records of deposits and disbursements of funds are kept.

The Treasurer shall perform the following:

- Coordinate the development of a proposed budget for the Association's Board approval.
- Prepare monthly financial reports of income and expenses for monthly Board meetings.
- Prepare an annual financial report to be presented at the Association's annual meeting.
- File the Association's income tax returns.
- Function as liaison and resource to the Finance and Reserve committees.
- Maintain and provide guidance on following financial procedures and policies as approved by the Board
- Other duties as assigned.
- The Treasurer shall conduct their duties in support of fulfilling The Springs at Santa Rita HOA Mission and Vision statements while demonstrating its Guiding Values. Particular emphasis is to be made in achieving Vision elements 8, 9 and 10.